

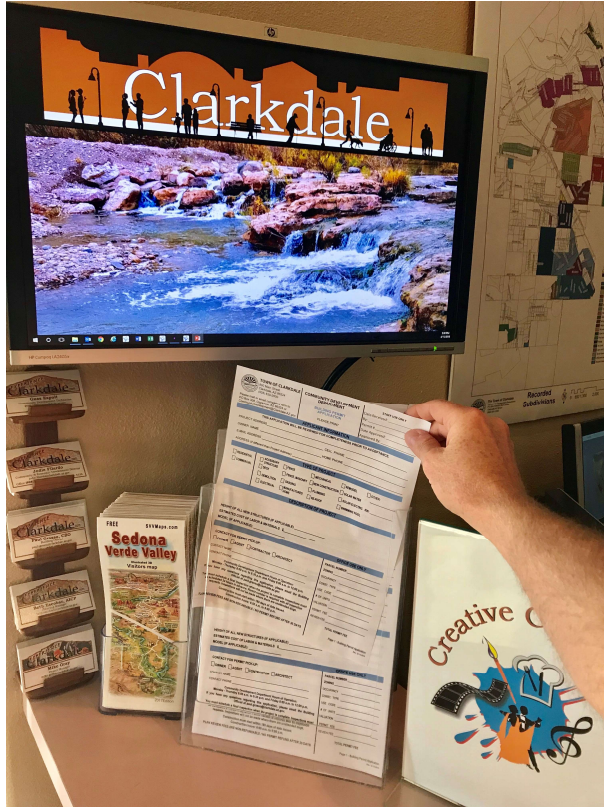
Town of Clarkdale

BUILDING PERMIT

Guide to submitting a permit application



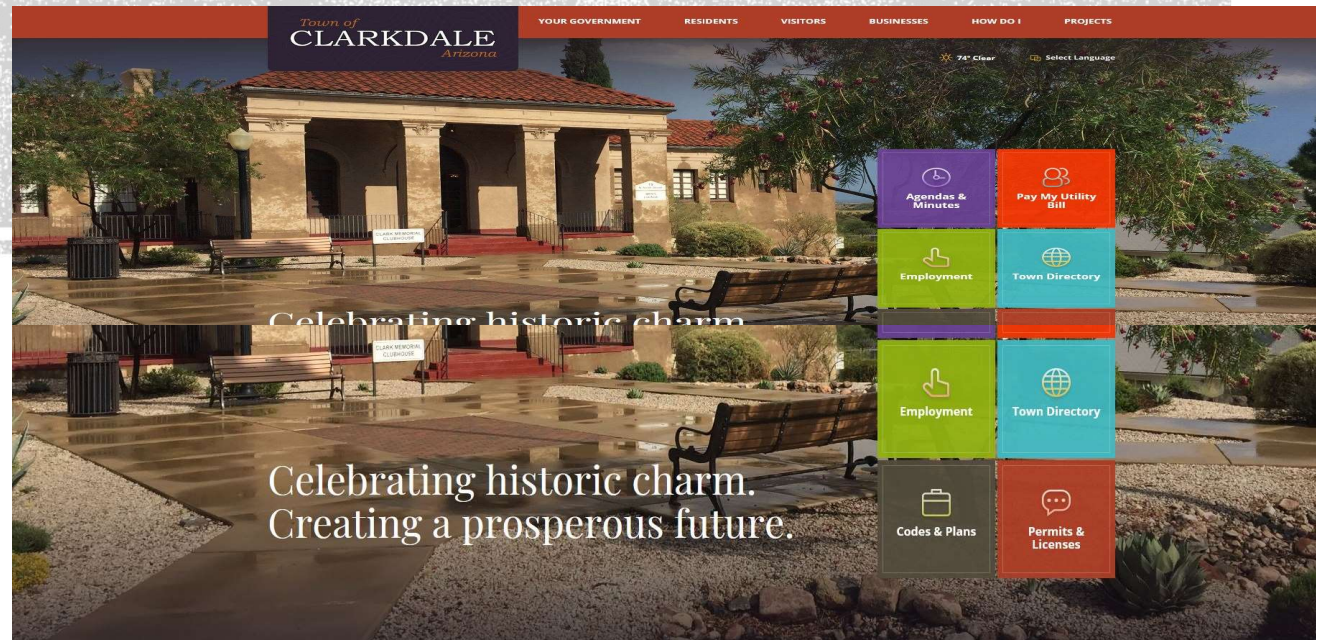
The Town of Clarkdale has multiple ways to submit a building permit application.



One way is to visit the Community Development Department at 890 Main Street, where you can find an application at our front counter.

Or visit our Town of Clarkdale website at: www.Clarkdale.az.gov reference Permits & Licenses button.

Call (928) 639-2500 or email CommunityDevelopment@Clarkdale.AZ.Gov



Building Permit Application:

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1. Project and owner information, project address, owner name, e-mail, contact number.

2. Type of project you are submitting.

3. Write a detailed description of your project, height of construction the estimated cost of labor and materials.

4. Contact for permit pick-up details.



 TOWN OF CLARKDALE 890 Main Street Clarkdale, AZ 86324 (928) 639-2500 Please mail or email completed form to: PO Box 308, Clarkdale, AZ 86324 or CommunityDevelopment@Clarkdale.AZ.gov		COMMUNITY DEVELOPMENT DEPARTMENT BUILDING PERMIT APPLICATION PLEASE PRINT	STAFF USE ONLY Date Received: _____ By: _____ Permit # _____ Date Approved: _____ Approved By: _____
APPLICANT INFORMATION THIS APPLICATION WILL BE REVIEWED FOR COMPLETENESS PRIOR TO ACCEPTANCE.			
PROJECT ADDRESS _____ OWNER NAME _____ CELL PHONE _____ E-MAIL ADDRESS _____ HOME PHONE _____ ADDRESS (if different than Project Address) _____			
TYPE OF PROJECT			
<input type="checkbox"/> RESIDENTIAL <input type="checkbox"/> COMMERCIAL	<input type="checkbox"/> ACCESSORY STRUCTURE <input type="checkbox"/> DECK <input type="checkbox"/> DEMOLITION <input type="checkbox"/> ELECTRICAL	<input type="checkbox"/> FENCE <input type="checkbox"/> FENCE, MASONRY <input type="checkbox"/> GRADING <input type="checkbox"/> MANUFACTURED HOME <input type="checkbox"/> RE-ROOF	<input type="checkbox"/> MECHANICAL <input type="checkbox"/> NEW CONSTRUCTION <input type="checkbox"/> PLUMBING <input type="checkbox"/> RE-ROOF <input type="checkbox"/> REMODEL <input type="checkbox"/> SOLAR WATER <input type="checkbox"/> SOLAR ELECTRIC KW: _____ <input type="checkbox"/> SWIMMING POOL <input type="checkbox"/> OTHER: _____
DESCRIPTION OF PROJECT			
HEIGHT OF ALL NEW STRUCTURES (IF APPLICABLE) _____ ESTIMATED COST OF LABOR & MATERIALS \$ _____ MODEL (IF APPLICABLE): _____			
CONTACT FOR PERMIT PICK-UP: <input type="checkbox"/> OWNER <input type="checkbox"/> AGENT <input type="checkbox"/> CONTRACTOR <input type="checkbox"/> ARCHITECT CONTACT NAME _____ CONTACT PHONE _____		OFFICE USE ONLY PARCEL NUMBER _____ ZONING _____ OCCUPANCY _____ CONST. TYPE _____ USE CODE _____ # OF UNITS _____ VALUATION _____ PERMIT FEE _____ REVIEW FEE _____ TOTAL PERMIT FEE _____	
Community Development Department Hours of Operation: Monday - Thursday 8:00 a.m. to 5:30 p.m. and Friday 8:00 a.m. to 12:00 p.m. If you have any questions regarding this application, please email the Building Official at paul.grasso@clarkdale.az.gov. You must schedule a final inspection when the project is complete. Inspections must be scheduled 24 hours in advance. Permit number is required with all inspection requests. Inspections will not be made where there are unattended dogs. Construction must start within 180 days of date issued. Construction hours: 6:00 a.m. to 9:00 p.m. PLAN REVIEW FEES ARE NON-REFUNDABLE / NO PERMIT REFUND AFTER 30 DAYS			
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Building Permit Application:

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5. If using a license contractor, add contractor information.

6. List all licensed contractors the project so we may ensure they have a current Town of Clarkdale business license.

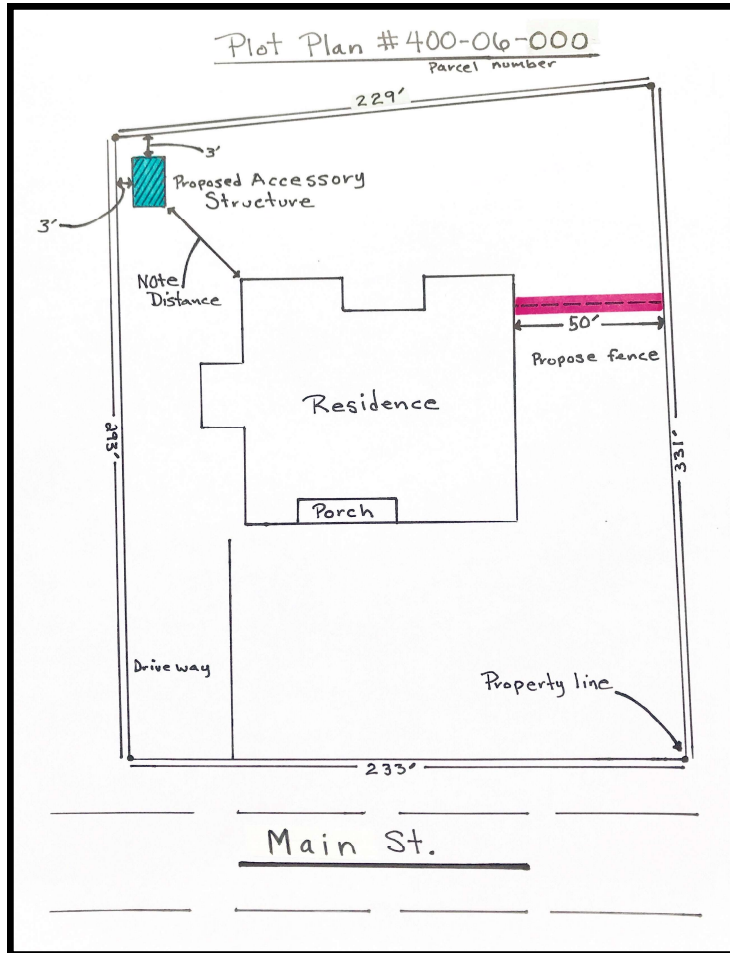
7. If you are exempt from licensing, check the appropriate box. Sign and date.



LICENSE INFORMATION	
APPLICANT IS CURRENTLY A LICENSED CONTRACTOR:	
NAME _____	
ROC LICENSE NO. _____	LICENSE CLASS _____
CURRENT CLARKDALE BUSINESS LICENSE? <input type="checkbox"/> YES <input type="checkbox"/> NO	
SIGNATURE _____ DATE _____	
APPLICANT WILL BE USING THE FOLLOWING LICENSED CONTRACTORS ON THIS PROJECT AND WILL ENSURE THEY HAVE A CURRENT TOWN OF CLARKDALE BUSINESS LICENSE.	
GENERAL CONTRACTOR _____	
ROC LICENSE NO. _____	LICENSE CLASS _____
MECHANICAL CONTRACTOR _____	
ROC LICENSE NO. _____	LICENSE CLASS _____
ELECTRICAL CONTRACTOR _____	
ROC LICENSE NO. _____	LICENSE CLASS _____
PLUMBING CONTRACTOR _____	
ROC LICENSE NO. _____	LICENSE CLASS _____
ROOFING CONTRACTOR _____	
ROC LICENSE NO. _____	LICENSE CLASS _____
EXEMPTION FROM LICENSING	
I am exempt from the Arizona contractors' license laws on the basis of the license exemptions contained in A.R.S. §32-1121A, namely:	
<input type="checkbox"/> A.R.S. §32-1121A5 – I am the owner/builder of the property and the property will not be sold or rented for at least one year after completion of this project.	
<input type="checkbox"/> A.R.S. §32-1121A6 – I am the owner/developer of this property and I will contract with a licensed general contractor to provide all construction services and ensure they have a Town of Clarkdale Business License. All contractors' names and license numbers will be included in all sales documents.	
<input type="checkbox"/> Other (Please specify): _____	
SIGNATURE _____ DATE _____	

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Sample Plot Plan:



What is a Plot Plan?

A "plot plan" is an accurate drawing or map of your property that shows the size and configuration of your property and the size and precise location of the man-made structures (i.e. buildings, driveways, utility lines and walls or fences). Plot plans show both what currently exists on the property and the desired physical changes.

A plot plan is required with your permit application (except for re-roof applications.)



Town of Clarkdale

After your permit is submitted we will contact you with any questions or when your permit is ready for pick-up.

